WHAT IS CLAIMED IS:

1   1.   A data storage method, comprising:

2   receiving document information associated with a document to be

3 stored;

4   generating a pending record containing said document information;

5   verifying said document information; and

6   generating an active record if said verifying is successful.

1   2.   The data storage method of claim 1, further comprising:

2   receiving information identifying a classification of said document; and

3   selecting a template based on said classification.

1   3.   The data storage method of claim 2, wherein said received document

2 information is defined by said template.

1   4.   The data storage method of claim 2, wherein said template is selected

2 from among a library of available templates.

1   5.   The data storage method of claim 2, wherein said classification is a

2 document collection classification.

1   6.   The data storage method of claim 1, further comprising:

2   determining if said document has previously been stored.

1   7.   The data storage method of claim 2, wherein said template defines a

2 plurality of data elements required to identify a document according to said

3 classification.

1   8.   The data storage method of claim 7, further comprising:

2   receiving document data corresponding to each of said plurality of data

3 elements prior to generating said pending record.

1 9.   The data storage method of claim 1, further comprising:

2   associating said pending record with an image of said document.

1 10. The data storage method of claim 9, wherein said associating includes

2 referencing a document record identifier in both said pending record and said

3 image.

1 11. The data storage method of claim 1, further comprising:

2   associating said active record with an image of said document.

1 12. The data storage method of claim 1, wherein said document

2 information includes at least one of: a collection name; a file name; category

3 information; location information; owner information; creator information; cross

4 reference information; status information; history information; geographical

5 information; and archive information.

1 13. The data storage method of claim 1, further comprising:

2   storing said pending record in a document management database; and

3   storing an indicator with said pending record indicating that it has not

4 yet been approved.

1 14. The data storage method of claim 13, further comprising:

2   modifying said indicator upon approval of said pending record, thereby

3 converting said pending record into said active record.

1 15. The data storage method of claim 13, wherein access to said pending

2 records in said document management database is limited to authorized

3 reviewers operating client devices.

1 16. The data storage method of claim 1, wherein said receiving document

2 information further comprises:

3   receiving document information from an external system used to

4   generate said document.

1   17.   A method for storing a document, comprising:

2   conducting a search for existing records of a library system referencing

3   said document;

4   submitting a request to add said document to said library system if said

5   search indicates that said document is not referenced in said library system,

6   said request identifying at least a type of said document;

7   entering document data in a data entry template, said data entry

8   template selected based at least in part on said type of said document.

1   18.   The method of claim 17, further comprising:

2   forwarding said document data to a document management database,

3   said document management database storing said document data in a

4   document record.

1   19.   The method of claim 18, further comprising:

2   associating a document image with said document record.

1   20.   The method of claim 19, wherein said document image is associated

2   with said document record based on a record identifier of said document

3   record.

1   21.   A document retrieval method, comprising:

2   receiving information associated with a desired document;

3   identifying a record of a document management database containing

4   said information;

5   identifying a physical location of said document;

6   displaying information from said record; and

7   identifying a location of an image of said document.